



## Enrolment Agreement – Gin Gin State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Gin Gin State High School

Principals (or delegates) must discuss and provide a copy of the school's Student Code of Conduct and the Student Dress Code to the parent/carer. The Student Code of Conduct outlines the school's strategies for implementing the Code of School Behaviour.

At Gin Gin State High School we have an expectation that everyone will be treated with **RESPECT**.

### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

### ***Responsibility of parents/carers to:***

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

### ***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy

## SCHOOL EXPECTATIONS

RESPECT SELF				
Whole School Setting	Classroom	Travel	Community	Grounds
<p><b>Abide</b> by medication procedures</p> <p><b>Accept</b> consequences for personal actions</p> <p><b>Adopt</b> a positive attitude</p> <p><b>Be</b> honest and trustworthy</p> <p><b>Be</b> polite and use appropriate language</p> <p><b>Be</b> reliable</p> <p><b>Come</b> prepared for work</p> <p><b>Do</b> your best</p> <p><b>Follow</b> Dress Code/wear uniform with pride</p> <p><b>Follow</b> electronic devices policy</p> <p><b>Keep</b> your body healthy</p> <p><b>Participate</b> in all activities</p> <p><b>Leave</b> expensive items with the office staff</p> <p><b>Sing</b> the National Anthem with pride</p> <p><b>Use</b> sign out/ movement procedures</p>	<p><b>Aspire</b> to succeed</p> <p><b>Be</b> punctual</p> <p><b>Come</b> prepared to work</p> <p><b>Complete</b> tasks on time</p> <p><b>Follow</b> teacher instructions</p> <p><b>Follow</b> Workplace Health &amp; Safety requirements</p> <p><b>Use Port</b> racks to store bags and equipment</p>	<p><b>Follow</b> Code of Conduct for School Students Travelling on Buses</p> <p><b>Abide</b> by traffic rules</p> <p><b>Line</b> up appropriately for transport</p> <p><b>Wait</b> for buses to stop</p> <p><b>Follow</b> bus driver's instructions</p> <p><b>Sit</b> properly on a seat</p> <p><b>Speak</b> quietly</p> <p><b>Wear</b> seat belts where available</p> <p><b>Keep</b> body parts inside the window</p>	<p><b>Engage</b> in community events</p> <p><b>Ensure</b> your behaviour reflects positively on our school</p>	<p><b>Be</b> sun safe</p> <p><b>Enter and Exit</b> the school using designated thoroughfares</p> <p><b>Leave</b> your eating area tidy</p> <p><b>Remain</b> in designated areas</p>

RESPECT OTHERS				
Whole School Setting	Classroom	Travel	Community	Grounds
<p><b>Acknowledge</b> time and place</p> <p><b>Allow</b> everyone to do their job</p> <p><b>Be</b> considerate of others and their opinions</p> <p><b>Be</b> tolerant and cooperative of others</p> <p><b>Follow</b> instructions</p> <p><b>Interact</b> in a safe and positive way</p> <p><b>Respect</b> other's property</p> <p><b>Respect</b> personal space</p> <p><b>Show</b> care and concern</p> <p><b>Speak</b> in a civil and controlled manner</p>	<p><b>Acknowledge</b> others' viewpoints</p> <p><b>Allow</b> opportunities for learning</p> <p><b>Allow</b> others to speak</p> <p><b>Be</b> part of the team</p> <p><b>Line</b> up before entering class</p> <p><b>Listen</b> to others</p> <p><b>Maintain</b> personal space</p> <p><b>Voice</b> your thoughts in an appropriate manner</p>	<p><b>Acknowledge</b> and speak politely to all in the vehicle</p> <p><b>Assist</b> others with safety needs</p> <p><b>Embark</b> or disembark in an orderly fashion</p> <p><b>Follow</b> the instructions of the driver/supervisor</p> <p><b>Follow</b> designated pathways</p> <p><b>Keep</b> myself and my belongings in the bus at all times</p> <p><b>Remain</b> seated while the bus is moving</p> <p><b>Wait</b> quietly</p>	<p><b>Greet</b> community members in a friendly manner</p> <p><b>Guide</b> external personnel when in school grounds</p> <p><b>Respect</b> others' values beliefs and expectations</p> <p><b>Show</b> community members courtesy</p>	<p><b>Acknowledge</b> and respect others' playground space</p> <p><b>Keep</b> to the left on stair wells/ paths</p> <p><b>Line</b> up and wait your turn at the tuckshop</p> <p><b>Respond</b> to and take ownership of inappropriate playground behaviour</p> <p><b>Share</b> equipment /space</p> <p><b>Take</b> due care when moving</p>

## RESPECT ENVIRONMENT

Whole School Setting	Classroom	Travel	Community	Grounds
<p><b>Demonstrate</b> pride in your environment</p> <p><b>Do</b> the right thing independent of supervision</p> <p><b>Move</b> safely around the school</p> <p><b>Place</b> rubbish in bins</p> <p><b>Promote</b>/foster a clean environment</p> <p><b>Report</b> damages of equipment &amp; facilities</p> <p><b>Walk</b> on pathways</p>	<p><b>Comply</b> with the rules of specialist areas</p> <p><b>Maintain</b> a damage free learning environment</p> <p><b>Maintain</b> a graffiti free learning environment</p> <p><b>Place</b> chairs under desks</p> <p><b>Remove</b> rubbish before exiting</p> <p><b>Return</b> desks/chairs to original position</p> <p><b>Return</b> equipment to designated storage areas</p>	<p><b>Ensure</b> all forms of transport are left clean and tidy</p> <p><b>Ensure</b> shoes/clothes are clean and dry prior to entering transport</p> <p><b>Keep</b> all forms of transport damage free</p> <p><b>Keep</b> all forms of transport graffiti free</p> <p><b>Respect</b> bus property, equipment, shelters and signs</p>	<p><b>Abide</b> by rules and expectations of venues</p> <p><b>Adhere</b> to the expectations of community groups</p> <p><b>Ensure</b> venues and equipment are left clean and tidy</p> <p><b>Use</b> equipment and facilities appropriately and with permission</p>	<p><b>Keep</b> your own area clean, free from litter</p> <p><b>Place</b> all litter in bins</p> <p><b>Preserve</b> the state of the natural environment</p> <p><b>Report</b> situations needing staff attention</p> <p><b>Respect</b> the welfare of fauna</p> <p><b>Respect</b> the boundaries of gardens</p> <p><b>Use</b> designated areas for sport/activities</p>

- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

### Policies and Programs:

- Student Code of Conduct {must be provided to parent}
- Student Dress Code {must be provided to parent}
- Parent and Community Code of Conduct
- Homework Policy
- School Resource Scheme Policy and Participation Agreement
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Social Media Policy
- Complaints management
  - If you have a complaint relating to the conduct of an employee of the department, first make an appointment to discuss your concerns with the officer about whom you have a concern and seek to resolve the issue. If unsuccessful you are requested to contact the Principal. If the complaint is about the Principal you are requested to contact the Assistant Regional Director.
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access

- All visitors to the school are required to present at the Main Office. Access beyond this point is only with approval of the Principal or a Deputy Principal.
- Compulsory Participation and Exemption from Compulsory Participation

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

I agree that I will comply with the policies of the Gin Gin State High School.

Student Name:..... Student Signature..... Date: .....

Parent/Carer Name:..... Signature:..... Date: .....

Principal or Deputy Principal  
On behalf of Gin Gin State High School      Signature: ..... Date: .....